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City of Charleston
South Carolina
Department of Budget, Finance
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Procurement Department

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Commodities, Contracts and Services

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Buyer
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Contracts Coordinator

CARIN C. MCCRAE
Procurement Specialist

Dear Vendor:

The City of Charleston is in the process of updating its vendor file. The taxpayer identification numbers are required for all of our vendors to ensure proper reporting to the Internal Revenue Service. The W-9 is the form used to validate your Taxpayer Identification Number (TIN) and to request certain certifications and claims for exemptions. If your business is "Doing Business As", please include that name on the second line of the W-9 form.

Please take a moment to fill out the enclosed documents providing us with your TIN and signing the certification section of the form, if appropriate, verifying that, as an independent contractor, your wages are not subject to withholding. If you check the "other" box, please use one of the following codes in the blank:

E – Employee	S – Sub-Chapter S Corp
F - Foreign National	M – Medical/Health Corp
N – Not-for-Profit Corp	R – Real Estate
G – Government	O – Other

The other two forms are vital to our records as well and it is imperative that all information be on the forms be completed. The first is Attachment 1, the Vendor Identification Profile. This information is necessary for accurate up to date files. The second form is the Product and Service Index Codes. This allows us to categorize our vendors so that our departments have a list of vendors to call on for their needs. Please accurately circle any and all categories your business falls in.

When invoicing the City of Charleston, all invoices should be sent to the following address:

City of Charleston
Attn: Accounts Payable
PO Box 853
Charleston, SC 29402-0853

Please return the completed forms to the City as soon as possible. If we do not receive new or updated information, payments to you may be delayed until we receive it. We appreciate your giving immediate attention to this matter. If you have any questions, please contact us at (843) 724-7312.

Sincerely,

Gary Cooper
Procurement Director

Enclosures